

DEPARTMENT OF THE ARMY
HEADQUARTERS, MILITARY TRAFFIC MANAGEMENT COMMAND
5611 Columbia Pike
Falls Church, VA 22041-5050

MTMC Regulation
No. 55-53

2 April 1990

Transportation and Travel

REPORTING OCEAN CARGO MANIFESTING PERFORMANCE (RCS MTMC-IT-12(R2))

Supplementation of this regulation is prohibited. Comments and suggested improvements to this regulation may be submitted to HQMTMC (MTIT-MD) on DA Form 2028 (Recommended Changes to Publications and Blank Forms).

Paragraph

| | |
|---|-------------|
| Purpose | 1 |
| Applicability | 2 |
| References | 3 |
| Explanation of Terms | 4 |
| Policies | 5 |
| Responsibilities | 6 |
| Procedures | 7 |
| Appendix A. Ocean Cargo Manifesting Performance Summary and Instructions | A-1 thru A2 |

1. PURPOSE

The purpose of this regulation is to describe procedures for recording and reporting ocean cargo manifesting performance at Military Traffic Management Command (MTMC) operated terminals and outports, Navy terminals operated under Interservice Support Agreements with MTMC, and commercial facilities for which MTMC terminals or outports have manifesting responsibility.

2. APPLICABILITY

This regulation applies to all MTMC major subordinate commands except the Transportation Engineering Agency.

3. REFERENCE

DOD 4500.32-R (Military Standard Transportation and Movement Procedures (MILSTAMP)) is a required publication.

4. DEFINITIONS

a. Terminal/Outport. The MTMC terminal/outport having jurisdiction over the port of embarkation (POE).

b. Manifest Supplement. A manifest adjustment issued to add shipment omissions discovered after dispatch of the original ocean cargo manifest.

c. Long Sail. Vessel transit time of 8 or more days from POE to port of debarkation (POD).

*This regulation supersedes MTMCR 55-53, 6 July 1981; MT Forms 138-R and 138-1R are obsolete.

d. Short Sail.

(1) Vessel transit time of 7 days or less from POE to next POD.

(2) For purposes of this regulation, all container voyages between the US East Coast and northern Europe.

5. POLICIES

a. Ocean cargo manifests will be dispatched according to DOD Regulation 4500.32-R (MILSTAMP) prescribed time frames, i.e., within 72 hours after vessel departure for short sails and within 5 days after vessel departure for long sails.

b. A minimum of 97% of original ocean cargo manifests will be forwarded within the prescribed MILSTAMP time frames.

c. A minimum of 95% of all lifted cargo will be identified on original ocean cargo manifests.

6. RESPONSIBILITIES

a. The Director of International Traffic, HQMTMC, will:

(1) Exercise staff supervision over the provisions of this regulation.

(2) Monitor the timeliness and accuracy of ocean cargo manifesting.

b. Major Subordinate Commands will:

(1) Establish appropriate procedures and controls to ensure that manifesting timeliness and accuracy standards are achieved.

(2) Prepare and distribute Ocean Cargo Manifesting Performance Summaries.

(3) Maintain a weekly manifesting performance data base by manifesting activity, ship name, and voyage number. Its purpose is to identify, at the lowest level of detail, specific reasons for manifesting delays and omissions, if any, and subsequent corrective action taken. The database will include for each manifest and supplement issued, ship's name and voyage number, POE, sail date, ETA, POD, issue date, and number of manifested/supplemented containers and breakbulk shipments. The reasons for each late manifest and supplement will also be noted. The database will be retained for a minimum of one year.

7. PROCEDURES

Ocean Cargo Manifesting Performance Summary-

a. Major Subordinate Commands will submit monthly an Ocean Cargo Manifesting Performance Summary to the Commander, MTMC, ATTN MTIT-D. A sample of the summary and preparation guidelines is contained in appendix A. In addition to statistical data, the summary will contain the following narrative information:

(1) A summary of reasons for late manifests.

(2) Actions taken to correct below minimum performance and/or solve recurring manifesting problems.

b. The summary may be in letter or message form and will be sent in time to reach HQMTMC by the 15th of each month. Use of automated data processing is encouraged in developing the weekly manifesting performance data base and input for the summary.

c. The summary will serve as a management indicator to evaluate the success of each major subordinate command's manifesting procedures and controls.

(MTIT)

FOR THE COMMANDER:

OFFICIAL:

K. L. KRAUS
Colonel, GS
Chief of Staff

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DISTRIBUTION:
A, B, and C

APPENDIX A
REPORTING OCEAN CARGO MANIFESTING PERFORMANCE

Preparation Guidelines

Part I. Manifest Data

- a. Column a, list manifesting activity which prepared ocean cargo manifests.
- b. Column b, enter number of on time manifests by activity.
- c. Column c, enter number late manifests by activity.
- d. Column d, enter sum of figures in cols b and c.
- e. Column e, Divide figures in col b by figures in col d and multiply result by 100.
- f. Command Total, sum of figures in cols b, c, and d; compute percentage on time per e above.

Part II. Manifested Containers and Breakbulk Shipments

- a. Column a:
 - (1) Under container heading, list activity manifesting containers.
 - (2) Under breakbulk heading, list activity manifesting breakbulk shipments.
- b. Column b, enter separately the number of containers and breakbulk shipments on basic manifests.
- c. Column c, enter separately the number of containers and breakbulk shipments on supplemental manifests.
- d. Column d, enter the sum of the figures in cols b and c.
- e. Column e, divide the figures in col b by the figures in col d and multiply the result by 100.
- f. Column a totals, enter the sum of the figures under the container and breakbulk shipment headings. Total container and breakbulk shipments is the sum of the container and breakbulk shipment totals.

Part III. Narrative Statements.

- a. Identify reasons for late and supplemented manifests.
- b. List actions taken to correct below minimum performance and solve recurring manifesting problems.

SAMPLE
OCEAN CARGO MANIFESTING PERFORMANCE SUMMARY
FOR 1990

PART I MANIFEST TIMELINESS

| [-----ORIGINAL-----] | | | | | | | | |
|----------------------|-----------|-----|--------|-----|-------|-----|-----------|-----|
| (A) | # ON TIME | (B) | # LATE | (C) | TOTAL | (D) | % ON TIME | (E) |
| CMD TOTAL | 48 | 1 | 1 | 1 | 49 | 1 | 98 | 1 |
| BAYONNE | 36 | 1 | 1 | 1 | 37 | 1 | 97 | 1 |
| NORFOLK | 3 | 1 | 0 | 1 | 3 | 1 | 100 | 1 |
| BALTIMORE | 4 | 1 | 0 | 1 | 4 | 1 | 100 | 1 |
| PUERTO RICO | 5 | 1 | 0 | 1 | 5 | 1 | 100 | 1 |
| | | 1 | | 1 | | 1 | | 1 |
| | | 1 | | 1 | | 1 | | 1 |

PART II MANIFESTED CONTAINERS AND BREAKBULK SHIPMENTS

| (A) | # ON BASIC MANIFESTS | (B) | # ON SUPP MANIFESTS | (C) | TOTAL | (D) | % BASIC OF TOTAL | (E) |
|-----------------------|----------------------|-------|---------------------|------|-------|-------|------------------|-----|
| CONTAINERS | 2530 | 1 | 85 | 1 | 2615 | 1 | 97 | 1 |
| BAYONNE | 1435 | 1 | 45 | 1 | 1480 | 1 | 97 | 1 |
| NORFOLK | 1387 | 1 | 26 | 1 | 1413 | 1 | 98 | 1 |
| BALTIMORE | 1430 | 1 | 35 | 1 | 1465 | 1 | 98 | 1 |
| PUERTO RICO | 6782 | 1 | 191 | 1 | 6973 | 1 | 97 | 1 |
| TOTAL CONTNR | | 1 | | 1 | | 1 | | 1 |
| BREAKBULK SHIPMENTS | | 1 | | 1 | | 1 | | 1 |
| BAYONNE | 12520 | 1 | 368 | 1 | 12888 | 1 | 97 | 1 |
| NORFOLK | 9768 | 1 | 243 | 1 | 10011 | 1 | 98 | 1 |
| BALTIMORE | 8765 | 1 | 136 | 1 | 8901 | 1 | 98 | 1 |
| PUERTO RICO | 7689 | 1 | 97 | 1 | 7786 | 1 | 99 | 1 |
| TOTAL BRKBLK | 38742 | 1 | 844 | 1 | 38586 | 1 | 98 | 1 |
| | | 1 | | 1 | | 1 | | 1 |
| TOTAL CONTNR & BRKBLK | 1 | 45524 | 1 | 1035 | 1 | 46559 | 1 | 98 |

PART III NARRATIVE STATEMENTS

Late manifests - 1 Bayonne - Terminal error.